EFIS - View Agenda & Agenda Minutes

To view the Agenda and Agenda Minutes, the user does not have to log on to EFIS.

## **View Agenda**

To View Agenda Minutes:

From the Welcome screen, click the 'Agenda' menu option



To View the Agenda, complete the following steps:

1. Select the 'View Agenda' link to continue to the 'View Agenda' screen.



On the 'View Agenda' screen, complete the following steps:

- 2. Beside 'Year', input the applicable year.
- 3. Beside 'Month', select the applicable month from the drop-down list.
- 4. Beside 'Agenda Date', select the applicable date from the drop-down list.



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### EFIS - View Agenda & Agenda Minutes

The agenda will be displayed.





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EFIS - View Agenda & Agenda Minutes

# **View Agenda Minutes**

To View Agenda Minutes:

1. Select the 'View Agenda Minutes' link to continue to the 'View Minutes' screen.



On the 'View Minutes' screen, complete the following steps:

- 2. Beside 'Year', input the applicable year.
- 3. Beside 'Month', select the applicable month from the drop-down list.
- 4. Beside 'Agenda Date', select the applicable date from the drop-down list.



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## EFIS - View Agenda & Agenda Minutes

The agenda minutes will be displayed.



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### EFIS - View Agenda & Agenda Minutes





For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or <a href="mailto:datacenter@psc.mo.gov">datacenter@psc.mo.gov</a>.

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